

April 1, 2010

To: Kids Klub Staff

From: Jenny Arnold, Assistant Program Director

Re: Fall 2010 Employment

Hey Everyone! The following is information regarding next semester. Please read it carefully and complete appropriately.

Please remember that employees are invited back for the Fall semester at the discretion of the Site Supervisor and Program Directors. Evaluations, written reprimands, overall job performance and the re-hire application are criteria that are considered when making this decision. You will know at the end of May if we are not intending to invite you back to work at Kids Klub.

Please note that all Fall 2010 Kids Klub employees will be expected to begin work on Monday, August 16<sup>th</sup>. Kids Klub will be conducting training everyday the week of August 16<sup>th</sup> from approximately 8:00am to 5:00pm and in the mornings the week of August 23<sup>th</sup> as Kids Klub will begin this week. As always, your employment is contingent upon your presence at training. After training, you will be expected to work through December 17<sup>th</sup>, Monday - Friday, 2:45 - 6:15.

Just the same as last year, Kids Klub has agreed to offer All Day Programs the week of August 16<sup>th</sup> – 20<sup>nd</sup> (The first day of school is August 23<sup>th</sup>). I will assign at least twelve staff to work each All Day. If you would like to volunteer to work on any of these days, please let me know via email.

Please complete **the bottom portion of this intent form and return to me by Wednesday, April 28<sup>h</sup>**. Those who are planning to **return must also complete a Re-Hire Application**.

If you are **not interested or cannot return to Kids Klub in August please complete this form. A link to the Post-Employment Evaluation will be emailed to you.**

You may either **submit your forms via email or bring them by the Kids Klub Program office Mon.-Fri., 9:00am-3:00pm or by appointment.**

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Name: \_\_\_\_\_ Site: \_\_\_\_\_

\_\_\_\_\_ Yes, I'm planning to return to Kids Klub on August 17<sup>th</sup>. I  
will be able to work Mon.-Fri., 2:45pm-6:15pm. T-Shirt Size \_\_\_\_\_

\_\_\_\_\_ No, I will not return to Kids Klub in August.

\_\_\_\_\_ I would like to return to Kids Klub in August but I can only work the  
following schedule. \_\_\_\_\_

Comments: \_\_\_\_\_

**EVERYONE MUST COMPLETE THIS FORM!!**